



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

M. J. "MIKE" FOSTER, JR.
GOVERNOR

November 12, 2003

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2004-20

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: Holiday Processing for November and December 2003

Attached are calendars depicting November and December 2003 processing schedules for ISIS HR. It is imperative to note which holidays are on the ISIS Holiday calendar and which are not. Remember, holidays that do not appear on the ISIS Holiday calendar are not processed automatically.

Listed below is additional information that will clarify any concerns on processing and mailing of off-cycle checks, direct deposits, regular payroll checks, and earnings statements during these holiday periods:

- Anytime there is an early off-cycle close, OSUP will process and mail all employee's direct deposits and checks that day. Example: November 26th - employee off-cycle, direct deposits and checks will be processed and mailed before OSUP leaves for the day on November 26th.
- November 28, 2003 payday will be processed as normal. Direct deposits will be transmitted on November 26th for November 28th settlement date (check date). Payroll checks will be mailed by November 28th.
- December 26, 2003 payday will be processed as normal. Direct deposits will be transmitted December 24th for December 26th settlement date (check date). Payroll checks will be mailed by December 26th.
- Earnings statements will be mailed on or after payday.
- Off-cycle closes December 29th at 5:00 p.m. and will remain closed for agencies until Wednesday, January 7, 2004.

If OSUP determines a great need for off-cycles to be processed on Monday, January 5, 2004, off-cycle will be opened for agencies. OSUP will notify agencies via email.

Any questions on the processing and mailing of employees direct deposits and/or checks should be directed to OSUP at (225) 342-0713. If you encounter a particular holiday-related scenario that you are not sure how to code on a time record, please direct these calls to the ISIS HR Help Desk at (225) 342-2677.

JWC:ACV:kmb

Attachments: [ISIS HR Holiday Processing Calendars](#)

November

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
						1
2	3	4	5	6	7	8
9	10 Off-cycle unavailable	11 Veteran's Day (on ISIS Holiday calendar) Off-cycle unavailable	12	13	14 PAYDAY	15
16	17	18	19	20	21	22
23	24 Off-cycle unavailable	25 Off-cycle unavailable	26 Off-cycle closes @ 2:00 p.m.	27 Thanksgiving Day (on ISIS Holiday calendar) Off-cycle unavailable	28 PAYDAY Acadian Day Declared (NOT on ISIS holiday calendar) Off-cycle unavailable	29 Off-cycle unavailable
30 Off-cycle unavailable						

2003

December

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	1	2	3	4	5	6
7	8 Off-cycle unavailable	9 Off-cycle unavailable	10	11	12 PAYDAY	13
14	15	16	17	18	19	20
21	22 Off-cycle unavailable	23 Off-cycle unavailable	24 Off-cycle closes @ 12:00 noon	25 Christmas Day (on ISIS Holiday calendar) Off-cycle unavailable	26 PAYDAY Declared Holiday (NOT on ISIS Holiday calendar) Off-cycle unavailable	27 Off-cycle unavailable
28 Off-cycle unavailable	29 Off-cycle closes @ 5:00 p.m. & <u>will</u> <u>remain closed for</u> <u>agencies until</u> <u>Wed. 1/7/04</u>	30 Off-cycle unavailable	31 Off-cycle unavailable	1 January 2004 New Year's Day (On ISIS Holiday calendar) Off-cycle unavailable	2 January 2004 Declared Holiday (NOT on ISIS Holiday calendar) Off-cycle unavailable	3 January 2004 Off-cycle unavailable

2003